

Project 8: GIS Support Work Plan

Activity	Date to be Accomplished	Responsible Entity	X
Send out RFP for IGSD Clearinghouse via mail and Internet e-mail	May 1, 1997	Project Team	X
Attend Orientation Session at DMACC and: Complete project team assignments Complete work plan & project plan Plan and schedule meetings	May 20-21, 1997	All Project Teams Citizen Council Steering Committee IITT Work Groups	X
Determine the outside resources necessary and incorporate into work plan, business plan, and budget	June 1, 1997	Project Teams	X
Identify ways the team will communicate with each other & other interested groups and incorporate into work plan	June 1, 1997	Project Teams	X
Project Team Membership filled & co-lead selected	June 9, 1997	Project Leads	X
Project Plan, Work Plan, and Project Budget Completed (First Version)	June 9, 1997	Project Team	X
Work Plan Completed (First Version)	June 9, 1997	Project Team	X
Project Plan & Work Plan sent out to Steering Committee, post on web page	June 13, 1997	SPPG	X
Present Business Plan, Work Plan, & Budget to Steering Committee Meeting -- Committee will provide constructive feedback on project	June 19, 1997	Steering Committee Project Team Leads SPPG	X
Send out Business Plan, Work Plan, & Budget to Citizen Council -- Council will provide constructive feedback on project by July 18	June 26, 1997	Citizen Council Project Team Leads SPPG	X
Due date for Clearinghouse proposals	July 1, 1997		X
Have ITS agree to allocate an FTE for GIS Coordinator position	July 1, 1997	ITS	X
Develop evaluation and selection criteria for Clearinghouse host RFPs	July 10, 1997	Team	X
Update work plan & send to SPPG	July 11, 1997	Project Team Leads	X
Adjust plans as necessary to reflect comments of Steering Committee	July 17, 1997	Project Team	X

Complete Progress Report -- Note changes made in project plan and quarterly report -- and reasons made. <i>We want to track responsiveness to citizen concerns.</i>	July 17, 1997	SPPG, with input from Project Team Leads	X
Present project plan, work plan, and budget to Steering Committee	July 18, 1997	Project Leads	X
Adjust plans as necessary to reflect comments of Steering Committee & Citizen Council	July 25, 1997	Project Leads	X
Submit final drafts of project plans, work plans, and budgets to staff	July 31, 1997	Project Leads	X
Develop draft job description for GIS Coordinator	July 31, 1997	ITS	X
Select Clearinghouse host	July 31, 1997	Project Team	X
Update work plan and submit to staff	August, 1997	Project Team Leads	X
Revise job description for GIS Coordinator	August 15, 1997	Project Team	X
Advertise for Coordinator candidates	August 31, 1997	ITS	X
Have formal proposal for GIS education program	August 31, 1997	Project Team	X
Update Work plan & submit to staff	September, 1997	Project Leads	X
Progress Report Completed	September, 1997	SPPG, with input from project leads	X
Present final plans to Steering Committee and Citizen Council	September 1997	Project leads	X
Assess project plan's impact on state budget, and provide information to Steering Committee	September, 1997	Project Teams, SPPG	X
Adjust work plans, project plans, and budgets as necessary after Citizen Council and Steering Committee feedback	September 1997	Project team lead, SPPG	X
Have Clearinghouse host under contract	September 30, 1997	Project Team	X
Initial review of Coordinator candidates	September 30, 1997	Project Team, ITS	X
Have proposal on IGIC formalization (Executive Order, bylaws)	September 30, 1997	Project Team, ITS	X
Issue RFI for GIS education program	September 30, 1997	Project Team	X
Work plan Updated & Submitted to SPPG	October, 1997	Project Leads	X
Progress report on Project 8 at statewide GIS conference	October 6, 1997	Project Team	X
Interviews of top Coordinator candidates	October 15, 1997	Project Team, ITS	X
Work plan Updated & Submitted to SPPG	November, 1997	Project Leads	X
Hire Coordinator	December 1997	ITS	X
Have formalized IGIC in place	November 30, 1997	ITS	

Work plan Updated & Submitted to SPPG	December, 1997	Project Leads	X
Progress Report Completed	December, 1997	SPPG, with input from project leads	X
Present to Steering Committee Meeting on implementation status and progress, and evaluation plans	December 1997	Steering Committee, ITS, Project Team leads, SPPG	X
Present to Citizen Council Meeting on implementation status and progress, and evaluation plans	December 1997	Citizen Advisory Group, ITS, Project Team Leads, SPPG	X
Adjust work plans, project plans, and budgets as necessary after Citizen Group and Steering Committee feedback	December 1997	Project team lead, SPPG	X
Review progress on Clearinghouse	December 31, 1997	Project Team	X
Review progress on Clearinghouse, formalization, and Coordinator	December 31, 1997	Project Team	X
Issue RFP for GIS education program	December 31, 1997	Project Team	
Projects implementation must have begun	January 1, 1998	Project teams, consultants	X
Work plan Updated & Submitted to SPPG	January, 1998	Project Leads	X
Work plan Updated & Submitted to SPPG	February, 1998	Project Leads	X
Have GIS education vendor under contract	February 1, 1998	ITS	
Work plan Updated & Submitted to SPPG	March, 1998	Project Leads	X
Progress Report Completed	March, 1998	SPPG, with input from project leads	X
Present implementation progress & ongoing evaluation plans to Steering Committee Meeting	March 1998	Steering Committee, ITS, Project leads, SPPG	
Present implementation progress & ongoing evaluation plans to Citizen Council Meeting	March 1998	Citizen Advisory Group, ITS, SPPG	
Adjust work plans, project plans, and budgets as necessary after Citizen Council and Steering Committee feedback	March 1998	Project team lead, SPPG	
Review progress on Clearinghouse, formalization, and Coordinator	March 31, 1998	Team	X
Work plan Updated & Submitted to SPPG	April, 1998	Project Leads	
Work plan Updated & Submitted to SPPG	May, 1998	Project Leads	
Hold series of regional meetings on GIS around Iowa	May 31, 1998	Project Team	
Work plan Updated & Submitted to SPPG	June, 1998	Project Leads	
Progress Report Completed	June, 1998	SPPG, with input from project leads	

Present progress to Steering Committee Meeting	June 1998	Steering Committee, ITS, Project team leads, SPPG	
Present progress to Citizen Council Meeting	June 1998	Citizen Advisory Group, ITS, Project team leads, SPPG	
Adjust work plans, project plans, and budgets as necessary after Citizen Group and Steering Committee feedback	June 1998	Project team lead, SPPG	
Review progress on entire project	June 30, 1998	Project Team	
ALL Projects fully operational	July 1, 1998	Project teams	
Work plan Updated & Submitted to SPPG	July, 1998	Project Leads	
Work plan Updated & Submitted to SPPG	August, 1998	Project Leads	
Assess state budget impacts and needs for inclusion in budget/revenue packages	September 1, 1998	Project team leads, SPPG	
Complete final report & presentation package which identifies outcomes and evaluates success - and demonstrates responsiveness to public comments The final plan will show "next steps" and "spin-off projects" -- and will identify implications for state budgeting, processes, and other important issues	September 1, 1998	Project teams, SPPG	
Present final reports to Steering Committee	September, 1998	Steering Committee, ITS, Project leads, SPPG	
Present final reports to Citizen Council	September, 1998	Citizen Council, ITS, Project leads, SPPG	

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